



Commercial Final Inspection Checklist

INTRODUCTION

This checklist has been prepared as an aid to help City inspectors complete a thorough and consistent final inspection for commercial buildings. This checklist will also help owners, contractors and design professionals prepare for the final inspection performed by City staff.

City staff recognizes that each project is unique and will contain project-specific items not included on this checklist that must be inspected. This checklist is designed to address the items that are included in 90% of the commercial development projects in Salina. ***Please also consult the building permit special conditions, plat conditions, Conditional Use Permit conditions, etc. included with the approved documents for more project-specific requirements.***

EFFECTIVE USE OF THIS CHECKLIST

This checklist will be used for every commercial final inspection regardless of the size or complexity of the project or how many departments were involved in the building permit plan review. If a department was not involved in the plan review, indicate such by marking the check box at the beginning of each section. Each inspector representing a department involved in the plan review must write their name on the appropriate line at the beginning of each section. The project name, address, permit number and the date of the inspection must be filled out for each inspection.

This checklist is divided into sections based on the City department that inspects each item. Only one checklist will be used for each inspection. A notation must be made for each entry. If an item is not applicable for the project being inspected, indicate such by placing an "N/A" on the comment line. Indicate corrections needed on the comment line using a directive statement similar to "Provide a level landing at the exterior of Door 106." Please use neat penmanship so that administrative staff can more efficiently use this completed checklist to prepare final inspection punchlists or TCOs as appropriate.

Finally, the first page of the checklist requires information to be completed at the end of the inspection such as the level of occupancy granted, the project contact responsible for signing the TCO or requesting the next inspection, the project contact's phone number, and a proposed expiration date for the TCO or anticipated date of the next inspection. Also on the second page is a space to note whether all building permit special conditions have been addressed. Please use the space provided to note by number which special conditions need to be carried over to the post-final-inspection documentation.

PROJECT INFORMATION

Project Name: _____

Project Address: _____

Permit Number: _____ Date of Final Inspection: _____

OUTCOME OF FINAL INSPECTION

Project Contact Name: _____

Project Contact Relationship to Project: _____

Project Contact Phone Number: _____

Projected Date of Next Inspection or Proposed Expiration Date of TCO : _____

Level of Occupancy Granted:

- | | |
|---|---|
| <input type="checkbox"/> None. Prepare Final Inspection Punchlist | <input type="checkbox"/> TCO for Furniture & Fixtures |
| <input type="checkbox"/> TCO for Employees & Equipment | <input type="checkbox"/> TCO for Public Occupancy |
| <input type="checkbox"/> CO or COC (circle one) | <input type="checkbox"/> Other, please describe. |



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BUILDING PERMIT SPECIAL CONDITIONS

☐ All Building Permit Special Conditions have been satisfactorily addressed.

The following special conditions have not been addressed. Please indicate by number and describe what needs to be done to address the condition. If only the number is listed, the special condition will be copied and pasted from the building permit special conditions list.

General

1. Inspection log review (Have all required rough-ins and above-ceiling inspections been performed?). Note deficiencies.

2. Check blue file for correction notices from previous inspections. Note deficiencies.



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BUILDING SERVICES DIVISION of DEVELOPMENT SERVICES

Inspector(s): _____

☐ Department Was Not Involved with Plan Review for this Project

Americans with Disabilities Act Accessibility Guidelines (ADAAG)

1. Handicapped Parking spaces (See also Planning Division)
 - a. Striping / Number of Spaces - ADAAG Sec. 4.1.2 (5) _____
 - b. Unloading Zone(s) - ADAAG Secs. 4.1.2 (5) (b) & 4.6.6 _____
 - c. Signage ADAAG Sec. 4.6.4 _____
2. Path of Travel into Building
 - a. Ramps ADAAG Sec. 4.8 _____
 - b. Level Landings ADAAG Sec. 4.8.4 _____
 - c. Handrails ADAAG Secs. 4.8.5 & 4.4 _____
3. Entrances & Exits ADAAG Figs. 24, 25, 26, Secs. 4.13 & 4.14 _____
 - a. Thresholds ADAAG Sec. 4.13.8 _____
4. Restrooms (See also IBC and Health Department)
 - a. Fixture Clear Floor Space ADAAG Figs. 29,30,32 & 34, Sec. 4.22.3 _____
 - b. Fixture Heights ADAAG Figs. 29, 30, 32 & 34 _____
 - c. Flush Handle on Wide Side of Toilet Tank ADAAG Sec. 4.16.5 _____
 - d. Grab Bars/Toilets ADAAG Figs. 29 & 30, Sec. 4.16.4 _____
 - e. Grab Bars/Tubs & Showers ADAAG Figs. 33, 34 & 35, Sec. 4.26.2 _____
 - f. Toilet Tissue Holder(s) ADAAG Sec. 4.16.6 & Fig. 30(d) _____
 - g. Paper Towel Holder ADAAG Secs. 4.2.5, 4.2.6, 4.22.7 & 4.27.3 _____
 - h. Soap Dispensers ADAAG Secs. 4.2.5, 4.2.6, 4.22.7 & 4.27.3 _____
 - i. Mirrors ADAAG Fig. 31 & Sec. 4.19.6 _____
 - j. Trap Wraps ADAAG Sec. 4.19.4 _____
 - k. 5-foot radius or "T" turn ADAAG Fig. 3 & Sec. 4.2.3 _____
 - l. Door Approach Clearances ADAAG Fig. 25 & Sec. 4.13.6 _____
 - m. Toilet Stall Doors ADAAG Fig. 30 & Sec. 4.17.5 _____
 - n. Restroom Signage ADAAG Sec. 4.30.6 _____
 - o. Doors swinging into required clear floor space ADAAG Sec. 4.22.2 _____
5. Drinking Fountains ADAAG Fig. 27 & Secs. 4.1.3 (10) & 4.15 _____
6. Door Hardware (Lever) ADAAG Sec. 4.13.9 _____
7. Door locking mechanisms ADAAG Sec. 4.13.9 _____
8. Counters & Reach Ranges General ADAAG Secs. 4.2.5 & 4.2.6 _____
9. Counters & Reach Ranges/Restaurants ADAAG Sec. 5.2 _____
10. Public Telephones ADAAG Sec. 4.31 _____
11. Dressing Rooms ADAAG Sec. 4.35 _____
12. Non-Restroom Door Approaches & Clearances ADAAG Figs. 24, 25, & 26 _____



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OTHER ITEMS:

FOLLOWUP ITEMS:



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BUILDING SERVICES DIVISION of DEVELOPMENT SERVICES

Inspector: _____

☐ **Department Was Not Involved with Plan Review for this Project**

2003 International Building Code (IBC)

1. Outside Air Requirements *IBC Sec. 1203.1 & 1203.4 as amended by SCO Sec. 8-14* _____
2. Seating *IBC Table 1004.1.2.* _____
3. Aisles *IBC Secs. 1024.9 & 1024.10* _____
4. Guardrails & Handrails *IBC Secs. 1009.11, 1010.8 & 1012.1* _____
5. Stairs Rise & Run *IBC Sec. 1009.3* _____
6. Alarm Systems *IBC Sec. 907* _____
7. Exterior Door Landings *IBC Secs. 1008.1.4 & 1008.1.5* _____
8. Door Hardware / Locking Mechanisms *IBC Sec. 1008.1.8* _____
9. Door Fire Rating Labels *IBC Table 715.3* _____
10. Safety Glazing Labels *IBC Sec. 2406* _____
11. Exit Illumination *IBC Sec. 1006.1* _____
 - a. Emergency Power *IBC Sec. 1006.3* _____
12. Grout @ Steel Column Base *(determined by engineering design)* _____
13. Attic Access *IBC Sec. 1209.3* _____
14. Elevators Fire Rating Verification *IBC Sec. 715.3* _____
15. Roof Ventilation *IBC Sec. 1203.2* _____
16. Restrooms
 - a. Floor & Wall Finishes *IBC Secs. 1210.1 & 1210.2* _____
 - b. Exhaust Fans *IBC Sec. 1203.4.1.2 (only required in rooms with tubs and or showers)* _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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BUILDING SERVICES DIVISION of DEVELOPMENT SERVICES

Inspector: _____

☐ **Department Was Not Involved with Plan Review for this Project**

2000 Uniform Mechanical Code (UMC)

1. Return Air *UMC Sec. 906.1* _____
2. Label HVAC Equipment *UMC Sec. 307.1* _____
3. Range Hood Certification *UMC Secs. 302.1 & 304.1* _____
4. Air Balance – Compensating Hood *UMC Sec. 509.9* _____
5. Combustion Air *UMC Sec. 701.1* _____
6. Roof & Mechanical Equipment Access *UMC Sec. 910.8 as amended by SCO Sec. 8-136* _____
7. Condensate Drainage *UMC Sec. 310.2* _____
8. Mechanical Equipment Protection From Impact *UMC Sec. 308.0* _____
9. Paint Booth Certification *UMC Sec. 302.1* _____
10. Exhaust Outlet Clearances to Openings *UMC Sec. 906.1 UMC Secs. 504.5, 508.9 & 506.9* _____
11. Exhaust fans vented to exterior of building *UMC Sec. 504.1* _____

2003 Uniform Plumbing Code (UPC)

1. Metered / Tempered Lavatory Faucets *UPC Sec. 402.4 & 414.1* _____
2. T&P Discharge Piping *UPC Sec. 608.3* _____
3. Label Water Heaters *UPC Sec. 301.1* _____
4. Check Faucets for Hot / Cold Connections *UPC Sec. 601.3* _____
5. Gas Meter Protection From Impact *UPC Sec. 1209.6.2 (B)* _____
6. Open Front Toilet Seats *UPC Sec. 409.2.2* _____

See also Utilities Department

1. Backflow Prevention *UPC Sec. 603.1* _____
2. Grease Traps & Interceptors *UPC Chapter 10* _____

See also Health Department

1. Direct Wasting of Scullery (Ware-Washing) Sinks *UPC Sec. 704.3* _____
2. Indirect Wasting of Food Prep Sinks *UPC Sec. 801.1* _____
3. Metered Lavatory Faucets *UPC Sec. 402.4* _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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BUILDING SERVICES DIVISION of DEVELOPMENT SERVICES

Inspector: _____

☐ Department Was Not Involved with Plan Review for this Project

2002 National Electric Code (NEC)

1. Electrical Panel
 - a. Circuit Labeling *NEC Sec. 408.4* _____
 - b. Protection from Impact - Panels *NEC Sec. 110.27(B)* _____
 - c. Protection from Impact – Transformers *NEC Sec. 450.8* _____
 - d. Clearances *NEC Sec. 110.26 (A) (1)* _____
2. Electrical Outlet Polarity *NEC Sec. 200.11* _____
3. GFCI Outlets *NEC Sec. 210.8* _____
4. Exterior Outlet Covers *NEC Sec. 406.8* _____
5. Grounding & Bonding *NEC Article 250* _____
6. 125 V outlet within 25 feet of HVAC & Refrigeration Equipment *NEC Sec. 210.63* _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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SALINA FIRE DEPARTMENT

Inspector(s): _____

☐ **Department Was Not Involved with Plan Review for this Project**

IFC – International Fire Code
NFPA- National Fire Protection Association

2003 International Fire Code (IFC)

1. Emergency Apparatus Access *IFC Sec. 503.1* _____
 - a. Signage *IFC Sec. 503.3* _____
 - b. Striping *IFC Sec. 503.3* _____
2. Fire Hydrant Obstructions *IFC Sec. 508.5.4* _____
3. Fire Extinguishers *IFC Sec. 906.1* _____
4. Exit Signage *IFC Sec. 1011.1* _____
5. Exit Pathway – Aisles *IFC Sec. 1013.4* _____
6. Emergency Lighting *IFC Sec. 1006.3* _____
7. Knox Box *IFC Sec. 506.1* _____
8. Building Addressing *SCO Sec. 35-101 & IFC Sec. 505.1* _____
9. Fire Alarm System Plans Submitted *IFC Secs. 105.4 & 907.1.1* _____
 - a. Plans Approved *IFC Sec. 105.4.4* _____
 - b. Acceptance Test *IFC Sec. 907.17* _____
 - c. Horns Functioning *IFC Sec. 907.10.2* _____
 - d. Strobes Functioning *IFC Sec. 907.10.1* _____
 - e. Pull Stations *IFC Sec. 907.4* _____
 - f. Annunciator Panel *IFC Sec. 907.1.1(4)* _____
 - g. Smoke Detection *IFC Sec. 907.2* _____
 - h. Duct Smoke Detectors *IFC Sec. 907.12* _____
 - i. Smoke Damper Smoke Detectors *IFC Sec.* _____
10. Fire Sprinkler System Plans Submitted *IFC Sec. 105.4.1* _____
 - a. Plans Approved *IFC Sec. 901.2* _____
 - b. Hydro Test *IFC Sec. 901.5* _____
 - c. Head Locations *NFPA 13. NFPA 13R. NFPA 13D* _____
 - d. Correct Heads Installed *NFPA 13. NFPA 13R. NFPA 13D* _____
 - e. Sprinkler Head Obstructions *IFC Sec. 903.3.3* _____
 - f. Other Items not Hung on Sprinkler Piping or Hangers *NFPA Sec. 9.1.1.7* _____
 - g. Piping Properly Supported *NFPA Sec. 9.2.2* _____
 - h. Riser *NFPA 13 & NFPA 13R* _____
 - i. PIV / WIV *NFPA 13 & NFPA 13R* _____
 - j. FDC *IFC Sec. 903.3.7* _____
 - k. Fire Sprinkler System Monitoring *IFC Sec. 903.4* _____
 - l. System drain provided *NFPA Sec. 8.15.2.4.4.* _____



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11. Standpipes *IFC Sec. 905.1* _____
12. Kitchen Equipment Fire Suppression System *IFC Secs. 903.2.12.2 & 904.2.1* _____
 - a. Plans Submitted *IFC Sec. 105.4.1* _____
 - b. Plans Approved *IFC Sec. 105.4.4* _____
13. Paint Mixing Booth
14. Paint Mixing Booth Suppression System _____
15. Paint Booth
 - a. Verification of Air Velocity *IFC Sec. 1504.2.3* _____
 - b. Have Required Clearances Been Provided *IFC Sec. 1504.1.2.5* _____
 - c. Exhaust Termination Point *IFC Sec. 1504.2.6* _____
 - d. Door Interlocks *IFC Sec. 904.3.3* _____
 - e. Acceptance Test *IFC Secs. 904.1, 904.4, 901.5* _____
16. Paint Booth Suppression System *IFC Sec. 1504.6 & Table 903.2.13* _____
 - a. Plans Submitted *IFC Sec. 105.4.1* _____
 - b. Plans Approved *IFC Sec. 105.4.4* _____
 - c. Acceptance Test *IFC Secs. 904.1, 904.4, 901.5* _____
17. Fire Hydrant Locations *IFC Sec. 508.5.1* _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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PLANNING DIVISION of DEVELOPMENT SERVICES

Inspector(s): _____

SCO – Salina Code of Ordinances

☐ **Department Was Not Involved with Plan Review for this Project**

1. Does development conform with approved site plan _____
2. Parking
 - a. Has approved paving or all weather material been provided *SCO* Sec. 42-552 (e) (2)* _____
 - b. Number of Spaces *SCO* Sec. 42-553* _____
 - c. Dimensions of Spaces *SCO* Sec. 42-552 (b)* _____
 - d. Drive Aisle Dimensions *SCO* Sec. 42-552(c)* _____
 - e. Lot properly striped in accordance with approved plans _____
3. Landscaping
 - a. Shade or ornamental trees planted per approved plans *SCO* Sec. 42-65 (5) (b)* _____
 - b. Caliper of trees planted *SCO* Sec. 42-65(5)(c)(2)* _____
 - c. Number of shrubs planted per approved plan *SCO* Sec. 42-65(5) (c) (5)* _____
 - d. Shrub container size *SCO* Sec. 42-65 (5) (c) (5)* _____
 - e. Distance between trees and curb and/or sidewalk *SCO* Sec. 42-65 (5) (c) (6)* _____
 - f. Is required screening installed *SCO* Sec. 42-65 (7)* _____
 - g. Is distance maintained between parking and property line or R of W *SCO* Sec. 42-65 (7)* _____
 - h. Is screening height per approved plan *SCO* Sec. 42-65 (7) (a)* _____
 - i. Landscape islands provided if required *SCO* Sec. 42-65 (7) (b)* _____
 - j. Width of required landscape buffers *SCO* Sec. 42-65 (6) (b)* _____
 - k. Is trash dumpster on site and screened *SCO* Sec. 42-65 (7) (d)* _____
 - l. Retention of existing trees *SCO* Sec. 42-65 (8) (a)* _____
 - m. Are plantings staked and mulched *SCO* Sec. 42-65 (8) (b)* _____
 - n. Does landscaping interfere with utilities *SCO* Sec. 42-65 (8) (c)* _____



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- o. Are all other open areas seeded with grass *SCO* Sec. 42-65 (8) (e)* _____
- p. Is irrigation system provided if proposed *SCO* Sec. 42-65 (9) (c)* _____
- q. Source of water provided if irrigation system not proposed *SCO* Sec. 42-65 (9) (c)* _____
- r. Was landscaping completed prior to occupancy *SCO* Sec. 42-65 (11) (a)* _____
- s. If not, was an acceptable guarantee provided *SCO* Sec. 42-65 (11) (b)* _____
4. Non-landscaping related screening commercial and industrial zones adjacent to residential _____
C-1:SCO Sec. 42-256 (1) (3) C-2:42-271 (4) C-3: 42-286 (5) C-5: 42-321 (6)*
C-6: Sec. 42-336 (4) I-1: 42-351 (5) I-2: 366 (3) I-3:42-386 (1)
5. Site Lighting _____
C-1:SCO Sec. 42-256 (2) (3) C-2:42-271 (3) C-3: 42-286 (4) C-5: 42-321 (4)*
C-6: Sec. 42-336 (3) I-1: 42-351 (7) I-2: 366 (?) I-3:42-386 (?)
6. Signs
- a. Permit issued for signs *SCO Sec. 42-501* _____
- b. Signs are on private property *SCO Sec. 42-503 (l)* _____
- c. Square footage of signs *SCO Sec. 42-503 (a)* _____
- d. Height of pole signs *SCO Sec. 42-503 (b) & Division 2 District Regulations by zoning district* _____
7. Requirements of Special Districts, i.e. Heritage Commission, BID etc. _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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ENGINEERING DIVISION of PUBLIC WORKS

Inspector(s): _____

☐ Department Was Not Involved with Plan Review for this Project

SCO – Salina Code of Ordinances

1. Drainage
 - a. Detention Basins *SCO Sec. 36-75* _____
 - b. Outfall Structures *SCO Sec. 36-75* _____
 - c. Swales *SCO Sec. 36-75* _____
 - d. Underground Drainage Pipe *SCO Sec. 36-75* _____
 - e. Roof Drainage *SCO Sec. 8-100* _____
2. Drainage Easement Dedication / Vacation *SCO Sec. 36-75* _____
3. Clear Site at Intersections *SCO Sec. 35-51* _____
4. Driveways and Sidewalks *SCO Chapter 35, Article VI.* _____
5. Proximity to Flood Control Levee *SCO Chapter 15, Article* _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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UTILITIES DEPARTMENT

Inspector(s): _____

☐ Department Was Not Involved with Plan Review for this Project

SCO - Salina Code of Ordinances

1. Sand / Oil Interceptor *SCO Secs. 41-73 & 41-148 / UPC Sec. 1014.1* _____
2. Grease Interception Device *SCO Sec. 41-73* _____
 - a. Grease Trap *UPC Sec. 1014.1* _____
 - b. Grease Interceptor *SCO Sec. 41-73 & UPC Sec. 1014.8* _____
3. Backflow Prevention *SCO Sec. 41-70.4, UPC Sec. 603.0* _____
 - a. Fire Suppression *SCO Secs. 41-70.3 ((4) & 41-70.4 (c) (8) & UPC Sec. 603.4.18* _____
 - b. Irrigation System *SCO Secs. 41-70.3 ((5) (f) & 41-70.4 (b) & UPC Sec. 603.4.6* _____
 - c. Equipment / Machines *SCO Secs. 41-70.3 & 41-70.4 (c) & UPC Sec. 603.0* _____
 - d. Backflow Device Test Reports *SCO Sec. 41-70.6 & UPC Sec. 603.3.3* _____
4. Meter Pit Installation / Location
 - a. Domestic Water *SCO Sec. 41-34 & UPC Secs. 610.1 & 610.8* _____
 - b. Irrigation System *SCO Sec. 41-34 & UPC Secs. 610.1 & 610.8* _____

OTHER ITEMS:

FOLLOWUP ITEMS:



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SALINA – SALINE COUNTY HEALTH DEPARTMENT

Inspector(s): _____

☐ **Department Was Not Involved with Plan Review for this Project**

NOTE: Some of these items relate to the Food Service License Only and will not affect a certificate of occupancy.

KAR – Kansas Administrative Regulation

Items Affecting Food Service License

1. Refrigeration - Maintain Ambient Air Temperature of 37°F or below *KAR 4-301.11* _____
2. Cleanliness *KAR 6-501.12A* _____
3. Hand Sink Locations *KAR 5-203.11A & 5-204.11 A & B* _____
4. Mop Sinks *KAR 5-203.13* _____
5. Paper Towel Dispensers Stocked *KAR 6-301.12* _____
6. Soap Dispensers Stocked *KAR 6-301.11* _____
7. Wall Finishes *KAR 6-101.11, 6-201.11, 6-201.12 & 6-201.160* _____
8. Floor Finishes *KAR 6-101.11, 6-101.11, 6-201.13 & 6-201.14* _____
9. Toilets - *KAR 5-203.12* _____
10. Outer Openings *KAR 6-202.15* _____
11. Controlling Pests *KAR 6-501.11* _____
12. Ware washing sinks *KAR 4-302.12 A & B* _____

Items Affecting a Certificate of Occupancy (see also UPC)

1. Direct Wasting of Scullery (Ware Washing) Sinks _____
2. Indirect Wasting of Food Prep Sinks _____
3. Hand Wash Sinks Obtain 100 Degree Hot Water *KAR 5-202.12 A* _____
4. Hand Wash Sinks Run Water for 20 seconds Without reactivation *KAR 5-202.12C* _____

OTHER ITEMS:

FOLLOWUP ITEMS:
